



RENTAL INFORMATION: Multipurpose Room 3

These parties **cannot exceed 96 people.**

This Rental Includes Usage of:

- The south kitchenette
- The south room
- All available tables and chairs

Breakdown of Fees:

1. **Rental:** \$60.00 per hour.
You are charged this as long as you and your party are in the building.
2. **Reservation Deposit:** \$100.00
*This is what you need to secure the facility. This is **NOT** an extra fee. It will be counted toward the hourly rental fee, but if you **cancel this is not refundable.***
3. **One Staff:** \$12.00 per hour.
You are charged this if your rental occurs after the facility closes.
4. **Set Up/Take Down:** \$24.00 flat fee.
This fee is to cover one staff to set up and take down tables and chairs.
5. **Security Deposit:** \$200.00 flat fee.
You will receive your deposit 2-4 weeks after your rental. You may lose part or all of this deposit by staying beyond the end time on your permit, causing damage to the facility, etc.

Additional Notes:

- Clean up begins **one hour prior to the ending time** listed on the permit. The **latest** any rental can be in the facility is **midnight**. You must be **cleaned up and out** by midnight.
EX: If your permit indicates your rental ends at 8 PM, you must begin cleaning at 7 PM.
- You may only come and set up decorations or additional tables and chairs at the start time listed on your permit.
EX: If your permit indicates your rental begins at 2 PM, you may start decorating and setting up beginning at 2 PM, not before.
- **YOU** are responsible for:
 - Cleaning off and wiping down all tables and chairs
 - Taking out all trash
 - Any trash left inside or outside the facility caused by you or your party
 - Removing all decorations
 - Providing all linens (table cloths)